



RE-ROOF GUIDE LINES
Coconino County Building Department

Before the re-roofing of any structure, a building permit shall be obtained and inspections are required.

- 1.) Re-roofing permits may be issued over the counter for Residential and Commercial projects when a complete submittal is received. Fill out an application in the Building Department office or go online (www.coconino.az.gov/cocopal/), then click the Downloadable Documents button, and find Building Department button and click on it, then find Building Permit Application PDF file and fill out the application before coming into the Building Department office.
- 2.) Standards for Re-roofing are as follows:
 - a. Roof coverings, materials, and assemblies shall be Fire Resistive Class B minimum. Class C and non-rated roofing shall not be permitted. Ordinance 2007-12 - #28.
 - b. Product identification: Roof-covering materials shall be delivered in packages bearing the manufacturer's identifying marks and approved testing agency labels. Bulk shipments of materials shall be accompanied with the same information issued in the form of a certificate or on a bill of lading by the manufacturer. International Building Code Section 1506.4.
 - c. Inspections are required prior to re-roofing when the existing roof surface has been properly prepared for the new roof covering. Ordinance 2007-12 - #28.
 - d. Roof coverings shall be installed in accordance with the manufacturer's installation instructions. International Building Code Section 1506.1.
 - e. Roof covering materials shall conform to the applicable standards listed in the International Building Code, Section 1506.3
 - f. Roofing materials shall be present on the job site so the inspector can determine that the material meets the Class B rating minimum and that the installer will follow the manufacturer's installation requirements as listed on the roofing material package. Ordinance 2007-12 - #28.
 - g. Roof covering material may only cover 1 layer of existing roofing material, (unless the manufacturer's specifications do not allow any layer of existing roofing material to be under the new roof covering). If more than 1 layer of roof covering exists on the roof it will have to be removed prior to installing the new roof covering. International Building Code Section 1510.
 - h. Metal roofing shall be installed as a Class B roof covering assembly by using approved underlayment sheets that are fire resistive, installed according to the requirements of their listing. Ordinance 2007-12 - #28.
 - i. Listed and approved Solar Type shingles for the purpose of generating electric power may be used that have a minimum of a Class C roof covering assembly, installed according to the manufacturer's specifications placed over underlayment sheets that are fire resistive. Ordinance 2007-12 - #28.



3. In areas of severe climates:

- a. The ice dam eave protection shall be in place at the time of the inspection. A membrane that consists of at least 2 layers of underlayment solidly cemented together, or a self-adhering polymer modified bitumen sheet, or 1 layer of 40 lb underlayment with laps cemented together and to extend from the eave's edge to a point at least 24" inches inside the exterior wall line of the building. International Building Code, Section 1507.2.8.2
- b. When asphalt shingle re-roofing is applied over an existing layer of shingles, and inspections show evidence of damage from ice build-up on the eaves provisions shall be made for proper installation of ice dam eave protection in severe climate areas by removing the existing roofing at the eaves as required down to the roof sheathing Ordinance 2007-12 - #28.

4. Low Slope Roofs: Ordinance 2007-12 - #28 and International Building Code, Section 1507.2.8

- a. When asphalt shingles are installed on slopes 2 in 12 up to less than 4 in 12, underlayment shall be 2 layers applied. Apply a minimum 19 inch wide strip of underlayment felt parallel with and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave apply 36 inch wide sheets of underlayment overlapping successive sheets 19 inches, fastened sufficiently to hold in place.
- b. Roofing installed on slopes less than 2 in 12 shall be installed as a membrane roof covering of built-up hot mop, cold process, torch down materials all of a Class B minimum roof covering classification or metal roofing when installed as a Class B roof assembly and in according to manufacturer's specifications, with a fire resistive underlayment.

5. All areas of High Wind: Ordinance 2007-12 - #28.

- a. Asphalt shingle applications shall follow manufacturer's specifications for high wind requirements.
- b. Six nails shall be used on strip shingles, according to manufacturer's specifications.
- c. In the cold months of the year when self-seal tab shingles will not adhere, including but not limited to; November, December, January, and February, self-seal tab asphalt shingles shall be additionally hand sealed in place so the shingles will adhere, and the wind will not affect the installation with an application as recommended according to manufacturer's specifications.
- d. All of Coconino County shall be considered a high wind area, and roof assemblies shall be installed accordingly.

6. Structural repair of roof.

- a. An additional Building Permit is required, when over 100 square feet of sheathing is removed and replaced or structural is changed, added, repaired, or replaced.
- b. If a Building permit is required, a roof framing plan showing all work is required. Show all structural additions to the roof (i.e. extending eaves), replacements, repairs of rafters or trusses, cross section plan, truss specifications may be required, elevation plan may be required, site plan may be required.
- c. An additional inspection to inspect the roof nailing is required.